

*The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the Planning Department, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CFR/36).*

POSTING DATE: June 24, 2024

**AGENDA**  
**PLANNING AND ZONING COMMISSION**  
**JULY 1, 2024**

*Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item.*

*When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body.*

*Under certain circumstances, items are deferred to a specific date or stricken from the agenda entirely.*

**REGULAR SESSION - 9:00 A.M. 3RD FLOOR COUNCIL CHAMBERS, MUNICIPAL BUILDING, 229 W. OKMULGEE, MUSKOGEE, OKLAHOMA**

**ROLL CALL**

1. Consider approval of the Planning and Zoning Commission meeting minutes June 17, 2024, or take necessary action.
2. Discuss the upcoming General Obligation (GO) Bond and Capital Improvement Project (CIP) Sales Tax Election, to be held on August 27, 2024. (Mike Miller)
3. Planning Commission shall have a discussion on communication with the commissioners. (Russell Sain)
4. Robert's Rule of Order Training. (Jody King)

**ADJOURN**

**Planning Commission**

**1.**

**Meeting Date:** 07/01/2024

**Initiator:** Josie Graves, Admin I

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**Information**

**AGENDA ITEM TITLE:**

Consider approval of the Planning and Zoning Commission meeting minutes June 17, 2024, or take necessary action.

**LEGAL DESCRIPTION:**

**BACKGROUND:**

**RECOMMENDED STAFF ACTION:**

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**Fiscal Impact**

**Attachments**

24-0617 Minutes

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## MINUTES

### OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN COUNCIL CHAMBERS OF CITY HALL JUNE 3, 2024

The Planning and Zoning Commission of the City of Muskogee, Oklahoma, met in Regular Session at 9:00 a.m., on June 3, 2024, in the Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

The meeting was called to order and the roll was called as follows:

Present: Russell Sain, Chair; D'Elbie Walker, Vice Chair; Betty Blackwell, Commissioner; Judith Hoffman, Commissioner; Cynthia Kennedy, Commissioner

Absent: Alexis Wallace, Commissioner; Lori Jefferson, Commissioner

Staff Present: Jody King, Director of Planning and Community Development

- 1 Consider approval of Planning Commission Minutes of May 3, 2024 or take other necessary action.

Motion was made by Vice Chair D'Elbie Walker, seconded by Commissioner Cynthia Kennedy to approve Planning Commission Minutes of May 6, 2024.

AYE: Chair Russell Sain, Vice Chair D'Elbie Walker, Commissioner Betty Blackwell, Commissioner Judith Hoffman, Commissioner Cynthia Kennedy

Carried - Unanimously

- 2 Consider approval of the lot consolidation for the property located at 2544 South 32<sup>nd</sup> Street, or take other necessary action. (Jody King)

Motion was made by Vice Chair D'Elbie Walker, seconded by Commissioner Cynthia Kennedy to approve the lot consolidation for the property located at 2544 South 32<sup>nd</sup> Street.

AYE: Chair Russell Sain, Vice Chair D'Elbie Walker, Commissioner Betty Blackwell, Commissioner Judith Hoffman, Commissioner Cynthia Kennedy

Carried - Unanimously

Board member Lori Jefferson entered the meeting at 9:06 AM.

- 3 Consider a recommendation to the City Council on a Specific Use Permit for the property located at 117 North Junction Street, or take other necessary action. (Jody King)

Board member D'Elbie Walker questioned if the city must approve all dispensaries wishing to open within the city limits.

Jody King explained, the Planning Commission is a recommendation body. If the request is compliant, the vote shall be in the affirmative.

Discussion followed.

Motion was made by Commissioner Lori Jefferson, seconded by Commissioner Cynthia Kennedy recommend approval from the City Council on a specific use permit for the property located at 117 North Junction Street.

AYE: Vice Chair D'Elbie Walker, Commissioner Betty Blackwell,  
Commissioner Cynthia Kennedy, Commissioner Lori Jefferson

NAY: Chair Russell Sain, Commissioner Judith Hoffman

Carried

- 4 Consider a recommendation to the City Council on the specific use permit for the property located at 1617 B North York Street, or take other necessary action.

Jody King, stated the property is being used as nonconforming, however the new property owner is required to obtain a Specific Use Permit from the City.

Discussion followed.

Motion was made by Commissioner Lori Jefferson, seconded by Commissioner Cynthia Kennedy recommend approval from the City Council on approving the specific use permit for the property located at 1617 B North York Street.

AYE: Vice Chair D'Elbie Walker, Commissioner Betty Blackwell,  
Commissioner Cynthia Kennedy, Commissioner Lori Jefferson

NAY: Chair Russell Sain, Commissioner Judith Hoffman

Carried

There being no further business, the meeting was adjourned.

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RUSSELL SAIN, CHAIR

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JOSIE GRAVES, SECRETARY

**Planning Commission**

**2.**

**Meeting Date:** 07/01/2024

**Initiator:** Josie Graves, Admin I

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**Information**

**AGENDA ITEM TITLE:**

Discuss the upcoming General Obligation (GO) Bond and Capital Improvement Project (CIP) Sales Tax Election, to be held on August 27, 2024. (Mike Miller)

**LEGAL DESCRIPTION:**

**BACKGROUND:**

**RECOMMENDED STAFF ACTION:**

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**Planning Commission**

**3.**

**Meeting Date:** 07/01/2024

**Initiator:** Josie Graves, Admin I

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**Information**

**AGENDA ITEM TITLE:**

Planning Commission shall have a discussion on communication with the commissioners. (Russell Sain)

**LEGAL DESCRIPTION:**

**BACKGROUND:**

**RECOMMENDED STAFF ACTION:**

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**Planning Commission**

**4.**

**Meeting Date:** 07/01/2024

**Initiator:** Josie Graves, Admin I

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**Information**

**AGENDA ITEM TITLE:**

Robert's Rule of Order Training. (Jody King)

**LEGAL DESCRIPTION:**

**BACKGROUND:**

**RECOMMENDED STAFF ACTION:**

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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